

RPM
Sec
Sec
W/O
DD/S&T 2103-63

MEMORANDUM FOR: Office of Logistics
ATTENTION : Chief, Logistics Services Division
THROUGH : Deputy Director Support
Attention: Records Management Division
Office of Security
Attention: Physical Security Division
SUBJECT : Conversion of Room 1D0402 Into a Secure Area

1. It is requested that action be taken to convert Room 1D0402 into a secure area. This conversion necessitates that the room be

25X1

2. This area, after conversion, will be used as a repository for TOP SECRET code word material including operational, intelligence, and defense information. The area will be used to service requirements of the Office of Research and Development arising in connection with external research programs.

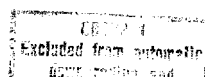
3. It is requested that this work order be completed on or about 15 December 1963. [redacted] may be contacted for any additional information required in connection with this work project.

25X1

SIGNED

[redacted]
Chief, Administrative Staff
Deputy Director
(Science and Technology)

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UNCLASSIFIED		CONFIDENTIAL		SECRET	
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP					
TO	NAME AND ADDRESS			DATE	INITIALS
1	OFFICE OF SECURITY				
2	ATTN: PHYSICAL SECURITY DIV. 4E12 HEADQUARTERS				
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	

Remarks: SUBJECT: Conversion of Room ID-0402 into a Secure Area.

Examination of this area indicates that this is basically a Security problem rather than a Records Management problem.

Chief, Records Administration Staff

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

601 1016 15th St.

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